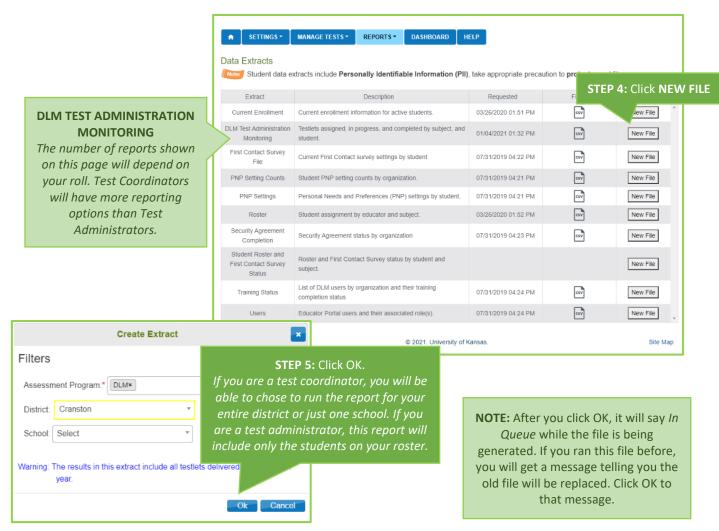
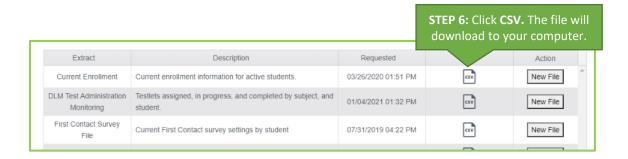
DLM: How to Run a Completion Report to Know if You're Done Testing

Follow the steps below to run the Test Administration Monitoring report in Educator Portal to determine if all testlets have been given. This report can be run by teachers and administrators to ensure that all DLM testing is complete.

STEP 1: Log in to Educator Portal







The DLM Test Administration Monitoring Report:

А	R	S	Т	U	V
	End of Year #	End of Year #			Field Test #
	Testlets Not	Testlets In	End of Year#	End of Year#	Testlets
Subject	Started	Progress	Testlets Completed	Testlets Required	Completed
Mathematics	1	0	3	6	0
English Language Arts	0	0	5	6	0
Mathematics	1	0	4	6	0
Science	1	0	3	9	0
English Language Arts	0	0	5	6	1
Mathematics	0	0	0	0	0
English Language Arts	0	0	5	5	1

Some fields are hidden to make it easier to see the columns you need. You will see teacher, student, and school information, among other information, in the full report. For the purposes of seeing how close you are to being done with testing, look at the following columns:

- Column A: Subject (ELA, Math, Science)
- Column T: End of Year Testlets Completed.
- Column U: End of Year Testlets Required. When these two columns (T and U) have the same number: 9 for science, etc., you've completed testing.
- Column V: Field Test Testlets: These are not included in Columns T and U. They are required.

Number of Testlets per Grade Level and Content Area:

Grade	Mathematics Testlets	ELA Testlets	Science Testlets	Field Test Testlets
3	5	7		0 or 1
4	7	7		0 or 1
5	6	7	9	0 or 1
6	6	6		0 or 1
7	6	6		0 or 1
8	6	6	9	0 or 1
11	6	5	9	0 or 1